

S E C R E T

Approved For Release 2000/05/08 : CIA-RDP78-04092A000300130016-4

SUPPORT SERVICES COURSE

25 January — 19 March 1965

Schedule for weeks ONE and TWO

25 January — 12 February 1965

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SUPPORT SERVICES COURSE

25 January through 19 March 1965

25X1A

Monday, 25 January 1965

0830 - 1020 Check-in, Administration,
Description of the Course,
Security Procedures

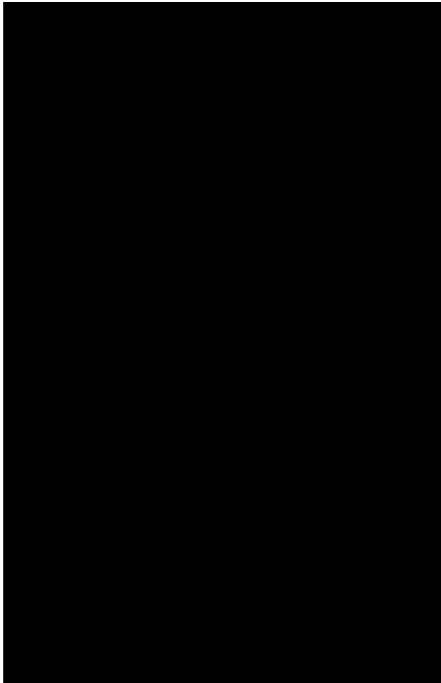
1030 - 1130 Opening Remarks

1130 - 1230 Study: [REDACTED]
Prepare for afternoon seminar

1330 - 1430 Committee Projects

1430 - 1600 Seminar: Administrative Concepts
and Terminology

1600 - 1700 Study: CIA Act of 1949
National Security Act of 1947



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Tuesday, 26 January 1965

25X1A

0830 - 0900 Study: 

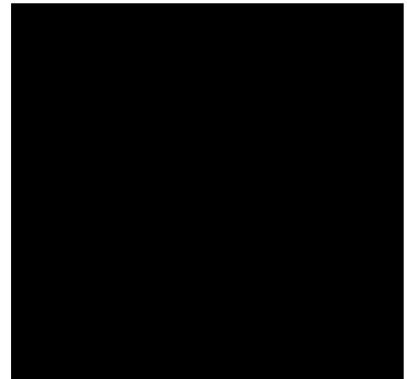
0900 - 1100 Legal Aspects of CIA Management
and Administration

OGC Representative

25X1A

1110 - 1240 Elements of Administrative Control:
Budgets, Programs, Projects and
Manpower

1340 - 1500 Panel: A Career in the Support
Services



1500 - 1600 Committee Projects

1600 - 1700 

25X1A

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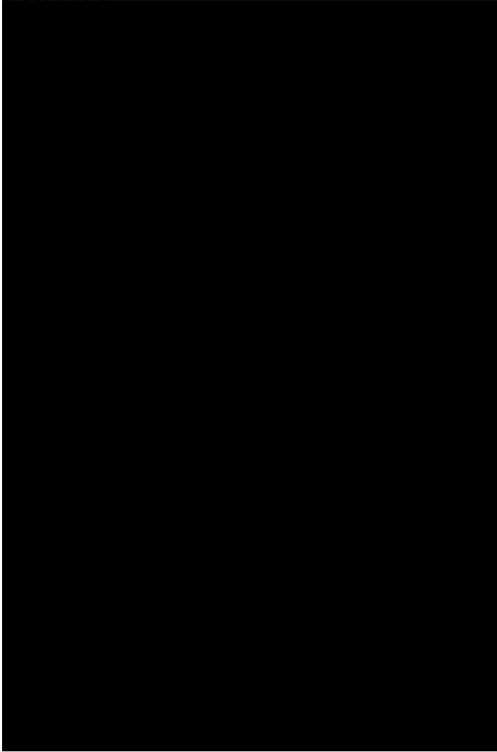
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Wednesday, 27 January 1965

0830 - 0900	Study: Personnel Regulations
0900 - 1000	Introduction: CIA Personnel System in the Framework of the Federal Personnel System
1010 - 1040	Categories of Personnel
1050 - 1150	Personnel Statistics: Graphic description of personnel; characteristics, qualifications
1200 - 1230	Mobilization Planning (Military and Civilian Reserve Programs)
1330 - 1430	Study Personnel Regulations
1430 - 1600	CIA Career Services System Concepts, Policies, Structure
1600 - 1700	Study: [REDACTED]

25X1A



25X1A

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Thursday, 28 January 1965

25X1A

0830 - 0900	Study
0900 - 1000	Position Analysis and classification
1000 - 1030	Study: OTR Organization and Courses
1040 - 1130	Training Support to Personnel Administration
1140 - 1200	Study: [REDACTED]
1300 - 1400	Office of Medical Services Programs
1410 - 1600	Department of State Administration

25X1A

25X1A

1600 - 1700

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25X1A

Friday, 29 January 1965

0830 - 0900 Study

0900 - 1030 Role of Director of Finance

1040 - 1200 Monetary and Funding Activities

1300 - 1430

1440 - 1530 Role of the Director of Logistics

1540 - 1630 Logistics: Supply

5X1A

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Monday, 1 February 1965

0830 - 0900 Study: Logistics Reading

0900 - 0945 Logistics: Procurement

0955 - 1040 Logistics: Transportation

1050 - 1135 Logistics: Real Estate

1145 - 1230 Logistics: Printing Services

1330 - 1430 Logistics: Logistics Services

1430 - 1530 [REDACTED]

1530 - 1630 The Audit Function

25X1A

25X1A

Tuesday, 2 February 1965

25X1A

0830 - 0900 Study: [REDACTED]
0900 - 1000 Cover as a Factor in CIA
Administration

25X1A

25X1A

1000 - 1040 [REDACTED]
1040 - 1130 Role of the Office of Security
1130 - 1230 Study: Security Regulations
1330 - 1400 Personnel and Physical Support

1400 - 1430 Investigations and Operational
Support

1440 - 1600 Personnel Security Procedures

1600 - 1700 Committee Projects

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Wednesday, 3 February 1965

25X1A

0830 - 0900 Study: [REDACTED]
0900 - 1100 Cable Traffic Systems

25X1A

1110 - 1130 Study: [REDACTED]
1130 - 1230 Dispatch Traffic Systems

1330 - 1430 Interagency and Intra-Agency
Communications

1440 - 1510 Study: [REDACTED]
1520 - 1640 Panel: CIA Regulations System

25X1A

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CONFIDENTIAL

Thursday, 4 February 1965

25X1A

0830 - 0900 Study: 
0900 - 1000 CIA Records Management Policies

1010 - 1100 Review

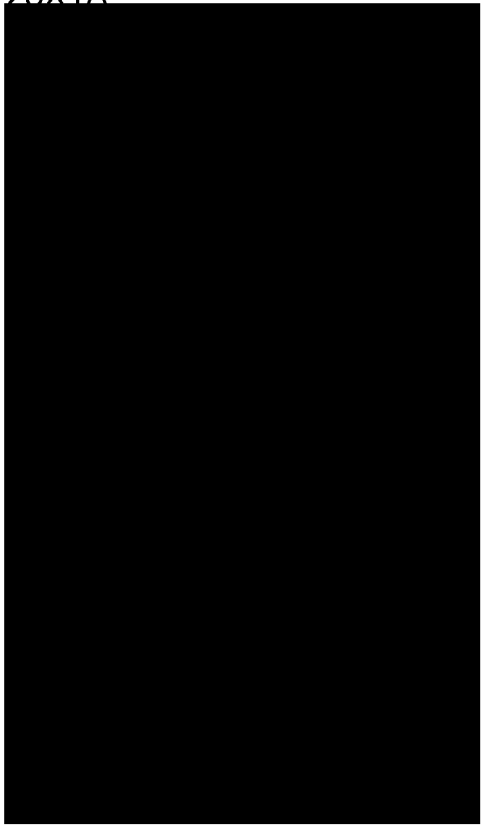
1100 - 1200 Examination

→ 1300 - 1400 Organization and Functions
of a Field Station

1410 - 1530 Cable Writing Format and Exercise

1540 - 1640 Functions of a Field Support
Officer

25X1A



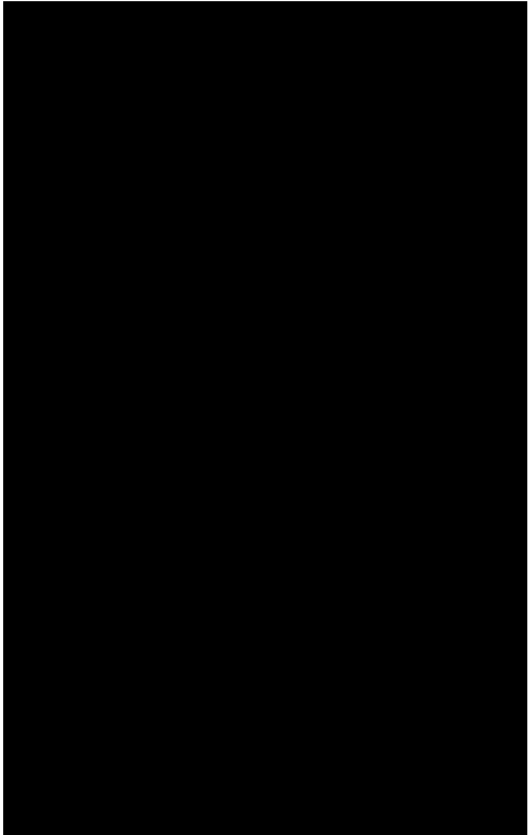
CONFIDENTIAL

CONFIDENTIAL

25X1A

Friday, 5 February 1965

0830 - 0900	Study
0900 - 1000	Elements of Records Management: Forms Management
1010 - 1105	Correspondence and Mail Manage- ment
1115 - 1215	Filing Equipment, Supplies and Systems
1315 - 1425	Records Disposition and Records Center Operations
1435 - 1500	Records Summary
1510 - 1700	Dispatch Procedures and Exercise



Tuesday, 9 February 1965

0830 - 0900 Study

0900 - 0950 Support Division, OMS

1000 - 1100 Field Medical Support

1110 - 1200 

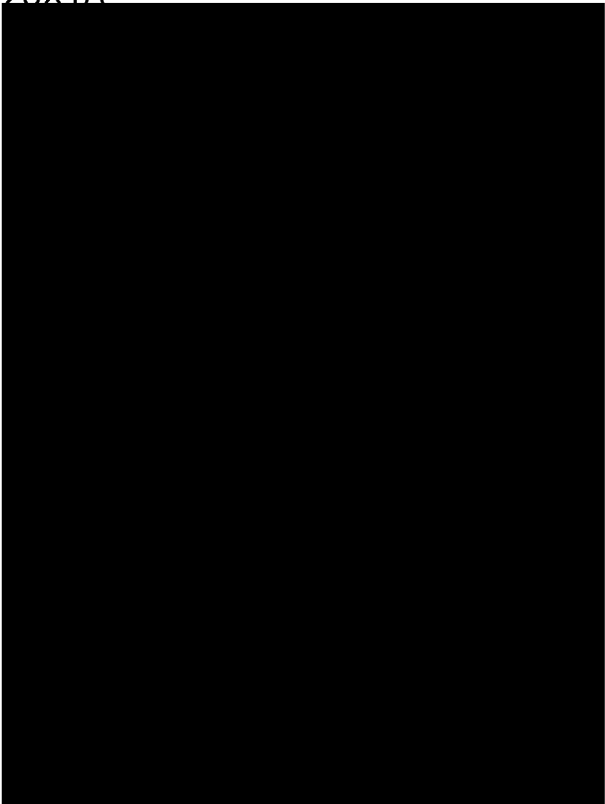
1300 - 1400 Committee Projects

1400 - 1500 Recruitment

1510 -1600 Placement

1610 - 1700 Study

25X1A



25X1C

S E C R E T

Wednesday, 10 February 1965

25X1A

0830 - 0900 Study
0900 - 0950 Assessment and Evaluation

1000 - 1100 Psychiatric Services

25X1C

1110 - 1200

1300 - 1400 Committee Projects

1400 - 1450 Panel: Pay, Leave, Hours
of Work

1500 - 1530 Performances Evaluation;
Fitness Reports - Statistics
and Problems

1530 - 1600 Competitive Promotion System

1610 - 1700 Suitability Reviews and
Discipline

SECRET

25X1A

Thursday, 11 February 1965

0830 - 0900 Study

0900 - 0950 Clinical Services

1000 - 1100 Medical Operational Activity

1110 - 1200

1210 - 1300

1400 - 1450 Panel: Personnel Records

1500 - 1550 Insurance Programs

1600 - 1630 Central Processing Services

1630 - 1700 Employee Activities Program

25X1C

S E C R E T

Friday, 12 February 1965

0830 - 0900 Study

25X1A

25X1C 0900 - 1000 Employee Emergencies, Deaths

1010 - 1200

1300 - 1400 Committee Projects

1400 - 1500 FECA and Overseas Medical
Benefits

1510 - 1600 Counselling

1610 - 1700 Outplacement

SECRET

Monday, 15 February 1965

25X1A

25X1C

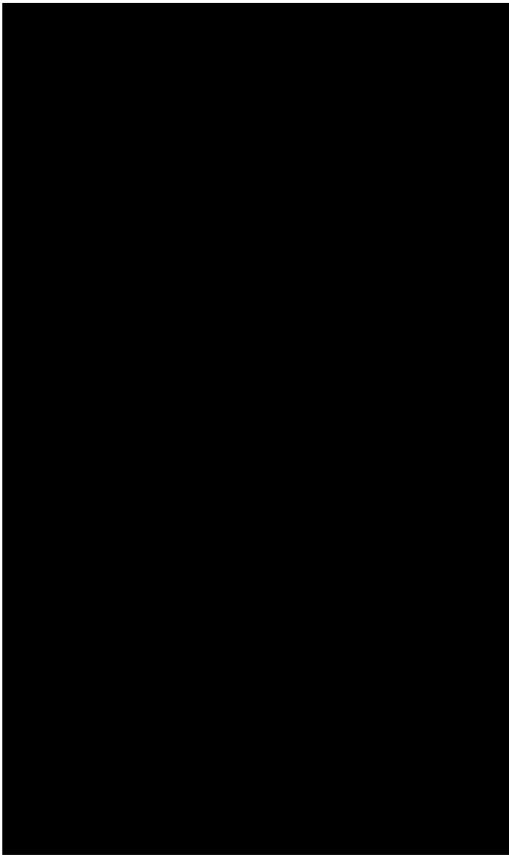
0830 - 0900	Study
0900 - 1000	Retirement Programs: CSC and CIA
1010 - 1100	The Operating Official and his Personnel Officer
1110 - 1200	
1300 - 1400	
1410 - 1500	
1510 - 1700	Personnel Trends and Developments - Closing Remarks

S E C R E T

Tuesday, 16 February 1965

25X1A

0830 - 0900	Committee Reports - Personnel/Medical
0900 - 0930	Office of Security Organizational Structure
0940 - 1100	Personnel Security Procedures - Recapitulation
1110 - 1200	Investigations Division
1300 - 1350	Security Support to Operations
1400 - 1500	Security Records Division: Briefing and Tour
1510 - 1600	Physical Security Policies
1610 - 1700	Internal and External Physical Security at Headquarters



S E C R E T

25X1A

Wednesday, 17 February 1965

25X1A

0900 - 1030 Policy on Controlled Security Areas
 a. Restricted Areas
 b. Secure Areas
 c. Vaults

1040 - 1200 Security Surveys - Policy, Procedures

1300 - 1420 Introduction to Alarm Equipment

1430 - 1520 Document Destruction

1530 - 1700 Emergency Document Destruction

25X1A

*The Class will arrive at the [REDACTED] prior to 0900. On 17 February, the class will be divided into two groups. One group will follow the above schedule, the other will follow the schedule on the next page. On 18 February the order will be reverse.

S E C R E T

25X1A

Thursday, 18 February 1965

0900 - 1030	Combination Locks a. Nomenclature b. Principles of Operations c. Methods of Mounting
1040 - 1200	Combination Locks Setting and Changing Combinations
1300 - 1420	Combination Locks (con'd)
1430 - 1550	Introduction to Safekeeping Equipment
1600 - 1700	Safekeeping Equipment: Some Common Malfunctions

25X1A

S E C R E T

Friday, 19 February 1965

0830 - 0900 Committee Reports - Personnel/Medical 25X1A

0900 - 1020 Physical Security Support to Overseas
Stations

1030 - 1130

1140 - 1230

1330 - 1540 Civil Disturbance and Disaster
Planning

1550 - 1700 Examination and Critique

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